



**SUPERSOFT**

# **WORD** **STYLE**

# WORD PERFECT

for the Amstrad CPC-464, 664 and 6128

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## INTRODUCTION

WORD PERFECT is an easy to use word processor for the Amstrad range of computers. It allows you to write text and see it on the screen exactly as you might wish it printed. Text can be stored on either disk or tape.

A printer is necessary if you want to print out your text, but WORD PERFECT is very suitable for simply storing, rearranging and displaying text.

## LOADING WORD PERFECT

To load WORD PERFECT:

type **RUN "WP"** and press **ENTER**

When WORD PERFECT has loaded the title screen will be displayed - press **SPACE** to continue. Next you will be prompted to enter the line length, page length and number of skip lines - how many characters are printed on each line, how many lines are printed on each page and how many lines should be skipped between pages when continuous stationery is being used. Most printers will print 10 characters per inch across the page and 6 lines to the inch down the page.

Press **ENTER** to accept the default value displayed, otherwise type in your own value and press **ENTER**. If you are using continuous stationery, the number of printed lines plus the number of lines to be skipped should equal the length of the paper (in lines).

If your computer has a key marked **RETURN** then you can use it instead of **ENTER** if you prefer.

## GETTING STARTED

Now you can start using WORD PERFECT. First, you should familiarise yourself with the indicators at the top of the screen:

**W80** means that the width of the page is 80 characters (of course, you might have selected a different line length).

**COL1** and **LINE1** tell you where the cursor is within the text area. These will change as you type.

**LL232** means that there are 232 lines left below the bottom of the screen. There are 255 lines in all (unless you choose a line length greater than 117 characters). WORD PERFECT allows you to enter about four A4 pages of text.

**SC** and **SL** indicate the position of the top left hand corner of the screen in relation to the current page.

The second line of the display is used to indicate the position of the left and right margins, tab settings, and whether text typed will be underlined. Square brackets ([ and ]) show the margin positions; plus signs (+) indicate tab settings. The rest of the line is filled with dashes (-); when underlining is on, they become double dashes (=). Text typed with underlining on appears underlined on the screen and can be printed underlined on most printers.

WORD PERFECT starts up in 40 column mode, but you can switch to an 80 column display by pressing **CONTROL-X**. When you change the screen mode your text, margin settings, and tab settings are unaffected.

## WRITING AND EDITING TEXT

Now let's try writing some text - press **COPY** to take the cursor to the top left hand corner, then type a few sentences.

If the line length is greater than the width of the screen (ie. 40 or 80 characters, depending on the display mode) then when the cursor gets close to the edge of the screen, the page will scroll in the same way that the carriage of a typewriter moves. When you approach the right hand margin (marked by ] on the second line) a 'bell' sounds (again, this is much the same as with a typewriter). You could go onto the next line by pressing **ENTER** now, but it's easier to continue typing and let the program move the cursor to the start of the new line. If you are in the middle of a word when this happens, the whole word will be repositioned at the start of the next line - you can't do that with a typewriter!

Errors can be corrected very easily using the cursor keys to move the cursor, and then typing over the incorrect letters. The character to the left of the cursor can be deleted by pressing the **DEL** key, and you can insert spaces by pressing **CLR**. To delete the character beneath the cursor, press **shift-DEL**.

Most other keys work as you would expect, except **shift-ENTER** which will return you to the start of the current line instead of to the next line.

Experiment until you are familiar with the operation of the various keys and notice the changes in the indicators at the top of the screen as you move around the page.

Using the **shift** key in conjunction with the cursor keys enables you to move swiftly about the text:

- shift-LEFT** - moves the cursor to the next tab position
- shift-RIGHT** - moves the cursor to the previous tab position
- shift-DOWN** - moves the cursor to the bottom of the page
- shift-UP** - moves the cursor to the end of the previous page

You can also use **TAB** to move to the next tab position and **shift-TAB** to move back to the previous tab position.

Press **CONTROL-G** to move the cursor to the start of the next paragraph.

## ADVANCED EDITING

Many keys operate in a special way if they are pressed in conjunction with the **CONTROL** or **SHIFT** key. Before going into detail about the commands available it will help to understand a little about how WORD PERFECT works.

First of all, WORD PERFECT thinks of words as strings of characters separated by a single space. If you have two or more words which you do not wish to be split you should join them with a shifted space, that is a space typed with **SHIFT** depressed. Shifted spaces are displayed as a small dash linking the two words, but they are converted to ordinary spaces when they are printed.

Secondly, WORD PERFECT recognises paragraphs by looking for the single blank line in between. Finally, WORD PERFECT identifies the end of text by looking for two or more consecutive blank lines.

## **INSERTING TEXT**

You can insert a line by pressing **CONTROL-DOWN**. All lines from the cursor onwards will move down to make room for the new line. The line inserted is in fact the last line of the text area, and will normally be blank, unless **DELETE LINE** (see below) has previously been used. If the line isn't blank you can clear it by pressing **CONTROL-ENTER**.

You may wish to insert additional text in the middle of a line. The **CLR** key normally allows you to insert additional characters in the middle of a line only when there is space at the end, however pressing **CONTROL-CLR** opens up an entire blank line starting from the cursor position. You can press **CONTROL-DEL** to get rid of any extra spaces which remain after you have made your insertion - this reformats the current paragraph (see page 8).

## **DELETING LINES**

You can delete an entire line by positioning the cursor anywhere on the line and pressing **CONTROL-UP**. Any text below the cursor scrolls up to fill the gap. The line 'deleted' is not totally lost, but transferred to the bottom of the text area - very useful if you make a mistake, because you can reinstate it using **CONTROL-DOWN** (see above).

## **MOVING BLOCKS OF TEXT**

To transfer one or more lines of text from one part of the document to another, position the cursor on the first line of the paragraph or block of text to be moved and press **CONTROL-UP** until all of the lines to be moved have disappeared. Now position the

cursor where you wish the lines to reappear and press **CONTROL-DOWN** until all of the lines have been retrieved.

## **COPYING BLOCKS OF TEXT**

To replicate (copy) the current cursor line, press **CONTROL-R**. The remainder of the text will move down one line to make room. If there is no space left the command will be ignored.

To copy a block of text, position the cursor on the first line of the block and press **CONTROL-R**. Now press **CONTROL-UP** to send the duplicate line to the bottom of the text area. Repeat this sequence until each line in the block has been copied. Finally, position the cursor where you wish the copy to appear and press **CONTROL-DOWN** until the block is complete.

## **ERASING TEXT**

To erase a single line of text (from the cursor position) press **CONTROL-ENTER**.

Press **CONTROL-N** to erase all the text in memory. To avoid mistakes WORD PERFECT will ask you to confirm your intention. Take care with this function because it is irreversible!

## **SETTING TABS**

To set a tab, take the cursor to the desired column and press **CONTROL +**. Tab positions are marked by + signs on the mode line. To cancel a tab setting move to the tab position then press **CONTROL +**. You can clear all tabs by pressing **CONTROL-TAB**.

## MARGIN SETTING

Initially, the left and right margins are at the edges of the page. However, you may wish to change the margin settings as you write your text, perhaps to indent a section of the document. Changing the margin settings does not affect text already typed, though it does influence reformatting (see below).

To set the left margin, move the cursor to the required column, and press **CONTROL-[**. If you want to set the right margin the same distance from the right hand edge press **CONTROL =**. Otherwise, to set the right margin move the cursor to the appropriate column and press **CONTROL-]**.

If you press **shift-[**, the left margin will move one space left. **Shift-]** operates similarly, but moves the right margin to the right.

The margins are reset to the edges of the page when you type **CONTROL-E**.

## CENTRING TEXT

You can centre a single line of text between the margins by positioning the cursor on the line and pressing **CONTROL >**. To cancel the effects of centring press **CONTROL <**, which left justifies the text on the cursor line.

## RIGHT JUSTIFYING TEXT

To right justify the current paragraph (ie. pad the text out with spaces so that the right margin is not 'ragged'), press **CONTROL-J**.

## REFORMATTING TEXT

Press **CONTROL-DEL** to reformat the current paragraph so that redundant spaces are removed, and as many complete words as possible are fitted onto each line. Reformatting starts from the cursor position

and operates only on text within the margins - text outside is ignored, so be careful how you use this function if you have changed the margin settings. Sometimes you may want to retain multiple spaces between words - if so, use shifted spaces instead of ordinary spaces since these are not removed during reformatting.

## CHANGING COLOURS

To change the display colours press **CONTROL-I**. Enter the colour numbers for the ink (foreground), paper (background) and border colours when requested.

The colour codes are shown below:

0 - Black	14 - Pastel Blue
1 - Blue	15 - Orange
2 - Bright Blue	16 - Pink
3 - Red	17 - Pastel Magenta
4 - Magenta	18 - Bright Green
5 - Mauve	19 - Sea Green
6 - Bright Red	20 - Bright Cyan
7 - Purple	21 - Lime Green
8 - Bright Magenta	22 - Pastel Green
9 - Green	23 - Pastel Cyan
10 - Cyan	24 - Bright Yellow
11 - Sky Blue	25 - Pastel Yellow
12 - Yellow	26 - Bright White
13 - White	

## CHANGING THE PAGE SIZE

To change the width, length and number of skip lines on a page, press **CONTROL-W**, then type the required values (to retain an existing value, just press **ENTER**). Text you have already typed will be redisplayed on the screen according to the width selected, and will need reformatting.

The page width can also be altered using **CONTROL-A**. In this case, if the new page width is greater than the old one, each line will be padded out with spaces. However, if the new page width is less than the old one then the lines will be truncated - so you should normally use **CONTROL-W** instead.

When you use **CONTROL-A** or **CONTROL-W**, the left and right margins are reset to the edges of the page.

## **CHANGE CASE**

Press **CONTROL-Q** to change the case of the character under the cursor - lower case characters become capital letters and vice-versa. The cursor moves to the right, ready for the next character.

## **FIND**

You can search for occurrences of a specified word, phrase or string of characters. To define the string you wish to search for, press **CONTROL-D** and type in the required text string followed by **ENTER**. To find the string that has been defined, type **CONTROL-F**. This causes a search from the current cursor position onwards. If the string is found the cursor is positioned at that location; if it is not found then nothing happens and the cursor stays where it is. To find a subsequent occurrence of the string, press **CONTROL-F** again.

## **UNDERLINING**

Underlining is selected by pressing **CONTROL-U** and is indicated by a row of double dashes on the second line. All text that is typed will appear underlined and will be printed underlined on most printers. To stop underlining type **CONTROL-U** again.

Text already entered can have underlines added or

removed by positioning the cursor and pressing **shift-0** (zero). The cursor will move to the right, ready for the next character.

Note that underlining the spaces between words joins the words together in the same way as if you had typed a shifted space.

## **SAVING TO TAPE OR DISK**

To save a text file, position the cursor at the end of your text (or on the last line you wish to have saved - saving operates from the start of text to the current cursor line) and press **CONTROL-S**. The screen will clear and you will be asked to enter a filename.

Type in the filename (up to 8 characters) and press **ENTER**. The text will then be saved.

When a tape or disk operation has already taken place future prompts will automatically include the filename last used. Press **ENTER** to keep the same name, or else type in a new name.

## **LOADING TEXT FILES**

To load a text file from tape or disk, press **CONTROL-L**. Enter the filename and press **ENTER**.

The file will be loaded into the text area, starting at the top. Any existing text will be deleted. Margins and tabs will be set to the conditions prevailing when the file was saved.

## MERGING TEXT

To merge text from tape or disk into the text already in memory, move the cursor to the position at which the file should be inserted and press **CONTROL-M**. Type the filename and press **ENTER**.

The file will be loaded into the workspace starting at the cursor position, and working down the text area. Text already in place will be overwritten. Tabs will be set to the conditions prevailing when the merged file was saved, though margins will be unaffected.

Text of a known length can be inserted into the current file without overwriting existing text if space is reserved for it by leaving blank lines. You might, for example, merge a name and address into a standard letter.

## CATALOGUING FILES

To catalog the files on a tape or disk, press **CONTROL-C**.

## PRINTING TEXT

When you are ready to print out your text, position the cursor on the last line you wish to be printed and press **CONTROL-P**. Printing operates from the top of text down to, and including, the current cursor line.

Press **Y** if you are using single sheets or **N** for continuous stationery. If you answer **Y**, printing will pause at the end of each page to allow you to change the paper - press **SPACE** to continue.

Underlined text will not be printed as such unless underlining is selected at the time printing takes place. This means that you can highlight text on the screen without being forced to print it out underlined.

If the paper fails to feed between lines so that each line is printed on top of the previous one there is a simple solution. Press **CONTROL-↑** (note the ↑ which appears on the top line). Now a linefeed character will be sent to the printer at the end of each line. To cancel this feature press **CONTROL-↑** a second time.

Further printer information is given in Appendix B.

## **EXIT TO BASIC**

To exit WORD PERFECT and return to BASIC, press **CONTROL-B**.

To restart WORD PERFECT type **RUN** and press **ENTER**.

## **APPENDIX A: SPECIAL FUNCTIONS**

These commands are not covered in the main part of this manual because they will be used only by a minority of users.

### **WORKSPACE SCROLLING**

If you press **CONTROL-T**, the entire text area will be rotated so that the current cursor line is at the top. This is particularly useful when using functions such as **SAVING** and **PRINTING**, which operate from the top of text down to the cursor position.

### **ARRANGING COLUMNS OF INFORMATION**

Pressing **CONTROL-RIGHT** causes the entire block of text below and to the right of (and including) the cursor to move outwards towards the right hand edge of the page. The last character (or space) on each line reappears in the cursor column - it is as if the block has been rotated.

Pressing **CONTROL-LEFT** also rotates the block, but in the opposite direction.

columns of figures or other data - you can make the columns closer together or further apart, or even change the order of the columns.

## APPENDIX B: PRINTER INFORMATION

### UNDERLINE AND POUND SIGN CHARACTERS

Most printers allow you to underline. WORD PERFECT underlines by sending a backspace character (ASCII 8) followed by an underline character (ASCII 95).

If you press **CONTROL-V** you can select different character codes for the underline and pound sign. You can enter a sequence of up to 8 bytes which generate a pound sign (enough, for example, to allow you to send an escape sequence to some printers which have several character sets). Values should be entered in decimal, with zeroes for unused bytes.

### CONTROL CHARACTERS

You can output a sequence of control bytes to your printer if you press **CONTROL-O**. Type the required bytes as decimal numbers separated by commas and press **ENTER**. For example, entering **27,69** (ESC-E) will select emphasised mode on Epson and compatible printers.

WORD PERFECT also allows you to send control bytes at the beginning of any line. Just insert a line which begins with **\*C\*** and follow it with a list of ASCII values separated by commas, eg:

**\*C\* 27,69**

Because control lines appear on the screen but not on the printer, a screen page will no longer be equivalent to a printed page.

### OTHER NOTES

The Amstrad printer port is 7-bit, and allows only character codes from 0-127 to be sent. This may prevent the use of some printer features.

# SUMMARY OF COMMANDS

CURSOR KEYS	move cursor around
COPY	move to top of text
CLR	insert character at cursor position
DEL	delete character to left of cursor
ENTER	move to start of next line
TAB	move to next tab

## SHIFTED FUNCTIONS

UP	move to end of previous page
DOWN	move to end of current page
LEFT	move to previous tab
RIGHT	move to next tab
DEL	delete character at cursor
ENTER	move to start of current line
TAB	move to previous tab
O	toggle whether current character underlined
[	move left margin out one column
]	move right margin out one column

## CONTROL FUNCTIONS

UP	delete line
DOWN	insert line
LEFT	rotate block of text to the left
RIGHT	rotate block of text to the right
CLR	open up blank line at cursor position
DEL	reformat text from cursor to end of paragraph
ENTER	delete from cursor position to end of line
TAB	clear all tabs
+	set/clear tab at cursor column
A	alter page width
B	return to BASIC
C	display disk or tape catalog
D	define search string
E	set margins to edge of page
F	find defined string
G	goto start of next paragraph
I	set ink, paper and border colours
J	right justify current paragraph
L	load text file
M	merge file into current text from cursor line
N	erase all text
O	output bytes to printer
P	print text to cursor line
R	replicate current line
S	save text to cursor line
T	move current line to top of text
U	toggle underline mode on/off
V	set up underline and pound sign
W	set page width, length and skip
X	exchange between 40 and 80 column modes
[	set left margin at current column
]	set right margin at current column
=	set margins symmetrically
>	centre text on line
<	left justify text on line
@	toggle the case of current character
↑	line-feed toggle

